



# Department of ADMINISTRATIVE SERVICES Job Postings



**Quinebaug Valley Community College  
JOB OPPORTUNITY – Clerk Typist  
Class/Code 2008 (CL\_10) NP-3 Admin/Clerical Unit**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public

**Location:** Quinebaug Valley Community College – Danielson Branch

**Job Posting No:** 2015-007

**Hours:** Full Time – 40 hours per week; Hours of work: Monday through Friday 8:00 am – 4:30 pm  
(Occasional flexibility with hours of schedule)

**Salary:** \$36,671.00 annual plus State of Connecticut benefits

**Closing Date:** December 11, 2015

**Eligibility Requirement:**

Position is open to the public and State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**Knowledge, Skills and Abilities:**

Considerable knowledge of office systems and procedures, excellent written communication and interpersonal skills. Candidates must be self-motivated and possess excellent organizational, thinking, problem solving and strong computer skills (Windows Office).

**RESPONSIBILITIES:** The Clerk Typist serves as the lead receptionist for the Student Success Center to: provide customers/students with exceptional customer service in a high volume office and problem solve general student issues, maintain and update information displayed daily on college-wide public monitors and web-based college calendar, assist students with use of college computer systems to check financial aid status, research and print academic history, review student holds, use of email and websites, and reset passwords. Other responsibilities include support of the Assessment testing process; correspond with students via US Mail and follow-up phone call reminders; Financial Aid support including: check financial aid status, make labels and file documents, ensure appropriate supply of support documents for students & staff; Admissions support for credit and non-credit students: accept college applications and application payments, prepare direct mailings, assist in setup of open house events, collect required student documents and filing student documents; Advising support: track curriculum sheets and keep advising materials up-to-date and available to staff, assist with special events including managing maintenance setup forms, room reservations and correspondence with college attendees, ensure advisors have appropriate information for student advising; and Career Services support: process online job postings, post on the job board and send to the Willimantic Center, show students how to log-in to College Central Network.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**APPLICATION DEADLINE:** Applications to be reviewed starting December 11, 2015

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a completed [State of CT-HR-12 application](#) cover letter, and résumé via e-mail by **December 11, 2015** to Lois Kelley ([lkelly@qvcc.edu](mailto:lkelly@qvcc.edu))

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.